

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 2 - COUNCIL PROCEDURES

CP 91-2.03 **Expense Reimbursement**

Adopted June 6, 1983

Affirmed October 7, 1991

Amended November 4, 1996

Reviewed March 5, 2001

Affirmed November 20, 2006

Revised November 7, 2011

2.03.010 **Purpose**

To establish a policy regarding expense reimbursement and reporting requirements for the Mayor and City Council.

2.03.020 **Policy**

2.03.021 **Mayor Stipend; Work/Time Loss**

To cover miscellaneous expenses inherent with her/his duties, the Mayor will receive a \$100 monthly stipend. This stipend is not subject to the reporting requirements outlined below. In addition, Council members and the Mayor will be eligible for reimbursement for additional out-of-pocket expenses, as outlined below, but shall not be compensated for any time or work lost at their jobs.

2.03.022 **Reporting Requirements**

Out-of-pocket expenses directly attributable to Council service and incurred during incumbency, as well as expenses in excess of the Mayor's stipend, shall be reimbursed at the same rates and in conformance with the reporting requirements as established by the Administrative Policy for City employees.

Council Policy 91-2.03

2.03.023 Reimbursement Limits

No specific dollar limit is established for reimbursement of expenses, but each individual is obligated to use prudent judgement in relation to expenses incurred.

2.03.024 Policy Clarification

Necessary clarification of the reimbursement policy will be presented to the Administrative Services Committee.

2.03.030 Review and Update

This Policy shall be reviewed every five years by the City Council and updated as appropriate.